

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF COMMUNITY AFFAIRS**

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**CDBG****Community Development Block Grant Program****MANAGEMENT MEMORANDUM****Memorandum Number: 01-8****TO: All Eligible Jurisdictions and Interested Parties****DATE: August 22, 2001****SUBJECT: Announcement of CDBG Grant Management Training Workshops for
FY 2001/2002****Purpose of this memo:**

This memo is an invitation to all eligible jurisdictions and interested parties to attend a CDBG Grant Management Training Workshop. The dates and locations of the six workshop sessions are shown on the following page.

Workshop contents

These workshops will provide information to grantees on how to manage their CDBG grant. The focus will be on the Federal overlay requirements pertaining to all CDBG-funded grants. Topics will include environmental review, procurement, citizen participation, lead-based paint requirements, general fiscal requirements, economic development and more. The agenda will be the same for each workshop - see copy attached.

Who should attend?

These workshops are most important to those jurisdictions currently participating in the CDBG program. Local CDBG contract administrators and program operators should attend the workshop in their region. Travel to these workshops is an allowable CDBG expense under general administration.

CDBG Field Representatives from each region will be available for consultation at the workshops.

For the Sacramento workshops:

We have scheduled two workshops to prevent overcrowding associated with a single workshop. To the extent your schedule will permit, we ask that jurisdictions attend based on the geographic distribution shown on the attached workshop schedule.

For further information:

Please contact the CDBG Program Secretary at (916) 445-6000 or your CDBG Field Representative.

Schedule of FY 2001/2002 CDBG Grant Management Workshops

Date	Location
Tuesday, September 18	San Diego State Building 1350 Front Street, Room B-107 San Diego
Thursday, September 20	Dept. of Social Services Administrative Conference 700 E. Yosemite Ave. Madera
Tuesday, September 25	Crescent City Fire Protection District Administrative Office 255 W. Washington Blvd. Crescent City <i>From the south, take HWY 101 through most of Crescent City past the Fairgrounds and Kmart. Turn left at the stoplight on Northcrest Drive. Turn left at the stoplight on Washington Blvd. Less than ¼ mile down Washington Blvd. Turn left into the driveway and parking lot of the Fire Protection District offices.</i>
Thursday, September 27	Raymond's Italian Ristorante 424 Main Street McCloud
Thursday, October 4	State HCD Headquarters Building 1800 Third Street Conference Rooms 183/185 Sacramento
Friday, October 5	State HCD Headquarters Building 1800 Third Street Conference Rooms 183/185 Sacramento

Guidance for attending the Sacramento Workshops:

Thursday, October 4

Jurisdictions and interested parties in the greater Sacramento Valley area that are south of Interstate 80 and are **in or south** of the counties of El Dorado, Sacramento, Yolo, and Solano; and any other jurisdictions unable to attend other workshop.

Friday, October 5

Jurisdictions and interested parties who are in the greater Sacramento Valley area that are north of Interstate 80 and are **in or north** of the counties of Placer, Sacramento, Yolo, and Solano; and any other jurisdictions unable to attend other workshop.

**STATE CDBG PROGRAM
GRANT MANAGEMENT TRAINING FOR FISCAL YEAR 2001/2002**

AGENDA

8:15 - 8:30 a.m.

Registration

8:30 – 9:00 a.m.

Introductions, Overview, and What's New?

- CDBG staff and audience
- Overview of today's agenda
- **New this year:** New Cash Request, PAR, and Program Income Reporting; Regulation Revision Update; Lead Based Paint Requirements
- **Back by popular demand!:** Economic Development session

Starting the Grant Cycle

- What's in the state contract and the Grant Management Manual
- How to contact us

9:00 – 9:20

Program Income

9:20 – 9:45

Procuring Goods and Services

- Procurement
- Program Operators

9:45 – 10:15

Fiscal Records and Reports

- Cash Requests
- Fiscal Reporting
- Escrow Accounts for Housing Rehabilitation
- Accounting and Recordkeeping
- Audit Requirements

10:15 - 10:30

BREAK

10:30 – 11:30

Clearing special conditions in your contract

- Environmental Review
- Other 90-Day Special Conditions
- Special Conditions by Activity

11:30 - 1:00

LUNCH ON YOUR OWN

1:00 - 2:30	CONCURRENT SESSIONS <i>(1) Housing Rehabilitation & Lead Based Paint (2) Economic Development</i>
2:30 - 2:40	<i>BREAK</i>
2:40 – 3:10	<i>Labor Standards</i>
3:10 – 4:00	<i>During the term of the contract</i> —Other Program and Federal Overlay Requirements <ul style="list-style-type: none"> • Equal Opportunity: Section 3, Fair Housing, Section 504, ADA • Citizen Participation • Program Reporting
4:00 – 4:30	<i>Program monitoring by CDBG staff</i> <ul style="list-style-type: none"> • What to expect • Monitoring checklists • Common problems • Record keeping guidelines
4:30 – 4:45	<i>Closing out the contract</i> <ul style="list-style-type: none"> • Closeout documentation • Final Products for Planning/Technical Assistance Grants
4:45 - 5:00	<i>Workshop evaluation forms</i>